

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: PORTFOLIO ADMINISTRATIVE ANALYST

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION: 2801

OVERVIEW

Under direction, demonstrates responsibility for lease and service contract administration, conducts portfolio-wide real property analyses related to occupancy costs; supports portfolio expense reduction strategies; performs related work as assigned.

RESPONSIBILITIES

- Monitors critical lease and contract dates, and coordinates with Senior Real Estate Analysts on corresponding decision requirements;
- Ensures timely payment and receipt of rent and other payments through coordination with Finance Division;
- Abstracts leases in comprehensive and abbreviated formats;
- Serves as primary contact for and liaison with landlords, tenants, and subtenants;
- Interprets lease language and determines landlord obligations;
- Prepares and responds to estoppels, SNDAs, option and other lease notices;
- Collects and coordinates information from project managers, facility managers court personnel and attorneys;
- Tracks and forecasts volume of portfolio's transactional requirements;
- Analyzes rent, operating expense and Common Area Maintenance (CAM) statements to insure compliance with lease terms;
- Specifies portfolio and ad-hoc report requirements for design by the Sr. Business Applications Analyst;
- Participates in negotiation of portfolio-wide contracts for title, brokerage, appraisal, expense auditing and other related services; administers resulting contracts, including monitoring provider compliance with terms, managing performance, and tracking costs;
- Prepares bids, secures all necessary approvals, and ensures that standard procedures are followed;
- Reviews and performs analysis of real estate occupancy expenses and revenues including rent and operating expenses;
- Assists in implementation of strategies for occupancy expense reduction.
- Performs benchmarking against public and private sector data and best practices; and
- Analyzes data and documentation submitted by counties under the County Facility Payments (CFP) requirement; tracks CFP submittals and collection of payments.

WORKING CONDITIONS

- Work occasional evening and weekend hours;
- Required to travel statewide occasionally as necessary; and
- May be required to travel out-of-state on a very limited basis.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree from an accredited college is required. Three years of professional experience tracking, analyzing, evaluating, abstracting and reporting on real estate portfolio data is required.

Additional directly related experience may be substituted for education on a year-for-year basis. One year of postgraduate education in a field related to the work may be substituted for one year of required experience.

Knowledge of:

- Real estate principles and practices;
- Real estate lease and general contract administration and compliance;
- Real estate terminology;
- Negotiation techniques; and
- Practices of commercial lease formation and management.

Ability to:

- Explain, interpret, analyze, and summarize complex real estate leases and service contracts;
- Research, compile, analyze, and summarize information and data pertaining to real estate;
- Plan, manage, and deliver multiple projects;
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Operate personal computers and use specified computer applications such as CAFM, word processing, spreadsheet, and report writer software;
- Communicate effectively in English, orally, and in writing;
- Prepare a variety of effective reports and other written materials;
- Establish and maintain effective working relationships with those contacted in the course of the work; and
- Use tact and discretion in dealing with those contacted in the course of the work.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers and search for Job Req #2801, Portfolio Administrative Analyst. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3660
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: \$5,777 - \$7,020 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans

- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.